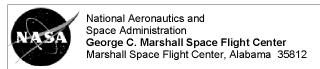
ELECTRONIC TASK ORDER FORM INSTRUCTIONS

- 1. Contract No: The number of the MSFC contract under which the work is to be performed.
- Task Order No: The number of the task order assigned by the contractor incorporating the organizational code of the requesting organization.
- 3. **Integrated Enterprise Management Program (IEMP) Work Breakdown Structure (WBS):** Funding code supplied by the MSFC Project Cost Resource.
- 4. Date: The MSFC Contracting Officer enters the date on which the task order is signed by the CO.
- Task Title: Designates the MSFC Program/Project Office and the type of support.
- 6. **Task Description:** Statement of Work provided by the requesting MSFC Program/Project Office and negotiated with the contractor.
- 7. **Special Instructions:** Used to state the purpose of any revisions or any other special stipulations.
- 8. **Schedules and/or Milestones:** Lists any milestones that the contractor is required to complete and their due date.
- 9. **Collaborative Work Commitment (CWC):** This line is not currently used but the acronym is still active and planned for future use in the Marshall Resources Planning Tool.
- 10. **Contract PWS:** Designates the section of the contract Performance Work Statement that corresponds with the support provided to the MSFC Program/Project.
- 11. **Period of Performance:** The beginning and ending date of the task order.
- 12. Performance Standards: List any applicable performance requirements paragraph numbers from the contract.
- 13. **Travel:** Used to list any travel necessary to support the task order.
- 14. **Labor Hours By Category:** Lists the contract specified J6 Labor Category and number of hours covered by the task order and a total number of hours for all categories listed.
- 15. **Estimated Cost:** This is broken out into Equipment, Travel, Training, Subcontract, Labor and Potential Award Fee summed into the Estimated Task Order Cost then the PM & Contract Admistration is added with the final line being Total Estimated Cost. The cost estimate is provided by the contractor based on the statement of work.
- 16. **MSFC Contracting Officer Signature/Date:** MSFC Contracting Officer uses PKI Entrust to electronically sign and date the task order.
- 17. **Contractor Program Manager Signature/Date:** Contractor Program Manager uses PKI Entrust to electronically sign and date the task order.



Task Order

TASK INFORMATION					
1. Contract No.:	2. Task Order No.:	3. IEMP WBS:	4. Date:		
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5. Task Title:					
6. Task Description:					

7. Special Instructions:				
8. Schedule and/or Milestones:				
9. CWC:	10. Contract PWS:		11. Period of Performance:	
12. Performance Standards:				
13. Travel:				
14. Labor Hours by Category:				
Category		Hours		
Total Labor Hours:				

15. Estimated Cost:				
Category	Cost			
Equipment				
Travel				
Training				
Subcontractor				
Labor				
Potential Award Fee				
Estimated Task Order Cost				
PM & Contract Admin. (Included under separate TO)				
Total Estimated Cost				
APPROVAL/CONCURENCE				
16. MSFC Contracting Officer Signature/Date:	17. Contractor Program Manager Signature/Date:			